



Undergraduate Pharmacy Society 2017-2018



Agenda – UPS Meeting #2 (Housekeep & Budget)

Date: Tuesday, October 3rd, 2017

Time: 6:00- 9:00 pm (arrive at 5:45 for picture)

Location: PB 850

Speaker: Clarence L

Minutes: Pamela I

Present: Pamela I., Clarence L., Steven S., Hatf S., Aisha C., Nisha G., Rachel A., Yifan Z., Thomas F., Vincent N., Cindy Z., Samuel C., Paul B., Steven G., Carmen C., Michelle W., Julia L., Matthew L., Roman P., Pauline T., Sylvia K., Andrew H., Faraz R., Chris T., Narth S., Jakov K., Onella P., Joel T., Tanner W.,

Guest: Faizan B.

Regrets: Vivian T., Qiqi L., Ersilia D.

Faculty Advisors: Kenny T., Sandra B.

A. Call to Order Clarence L.

B. Motion to Begin: Clarence L.

1. Carmen Seconds the motion
 - a. For: 30
 - b. Against: none
 - c. **Motion Passes**

C. AGENDA:

1. Welcome & Group Photo

- a. **Presenter:** Pharmakon
- b. **Description:** please arrive by 5:45 pm for photo in PB Atrium

2. UPS Dean's Meeting + Expectations:

- a. Presenter: President
 - i. Introduction of UPS to the rest of UPS Executive Council
 - ii. UPS Deans Meeting 8-9am (president and VP of each council with Steven and Onella)
- b. Description: Room booking priority update, tuition update, staffing changes within the faculty. Expectation of UPS general council members
 - i. Room booking priority update
 1. All the lecture halls of PB were always booked through ACE (central booking system of UofT). Faculty never had control of that, but faculty had control of PB850, etc. We originally had priority, but now it's based on numbers; our class sizes are 240, but the other classes (eg. engineering) are closer to 300, so they have priority for booking our lecture halls
 2. In order to secure WB for lunch and learns, we had to book the room under a biochemistry class.
 3. Steven talked to UTSU, and a lot of external affairs personnel at UofT, but currently, there is nothing the faculty can do for us. This decision is beyond the faculty and we can only approach the committees directly.
 4. We want to bring the faculty with us to move forward with this initiative. Please be aware and answer the questions that students may have pertaining to this so that there is no animosity towards the faculty.
 5. May want to email students in each class after the deans meeting
 6. Issues pertaining to undergraduates studying within our building. If you do find non-pharmacy students being disruptive, please inform campus security. Please be aware and keep personal belongings in a safe location.



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7. This issue did arise last year, but it was less intense. It came with the pharm chem students, which also have access to the pharmacy building and its associated study rooms.
 8. Medical students do not have this problem because they have minimal lectures.
 9. Dental does not have this problem because their building is far away
 10. Law does not have this problem either.
- ii. Tuition increase
1. Issue is never addressed. Faculty informs us that there is a reason to increase it; however, undergraduates faculties can increase their tuition by 1-3%, while ours is increased by the maximum 5% (the cut off for our program) every single year.
 2. A detailed breakdown is being demanded to be given to student to increase transparency.
- iii. Staffing changes within the faculty
1. Lots of staffing changes within the faculty. It's been difficult to book rooms because of the intense changes (it has been 5 people up until now).
 2. There have been some new policy changes
 3. We have a meeting set up this Thursday to meet the person in charge to maybe sort out some of these issues.
 4. Are we able to book a room if there are no faculty advisors? This is a rule set up by the UofT system. However, you do not need faculty for rooms below 4th floor; eg. for PB850 we would need a faculty.
 5. Is there any website with a list of rules required to book a room? We can ask for a detailed guideline to send out to clubs and UPS council.
 6. All lecture halls fall under OSM, but PB850 does not. Our faculty has full control of our upper rooms. We are hoping to negotiate rooms.
 7. Pertaining to the Atrium, we are unable to use the plugs. Story: one of the 2T1 wanted to make pancakes, but we were not allowed to use the outlets in the atrium. It is a new rule they want to start enforcing this year.
 8. It has been brought up by Michelle that we need to book the atrium in order to use the tables in the atrium. This may be a new rule they are trying to enforce.
 9. For the back to school mixer, there was an undergraduate class taking place at the same time. We could not control undergrads from taking sponsorship items, pharmacy-intended freebies, etc. Typically students in that vicinity are pharmacy students, so our sponsorships are being dispersed.
 10. Undergraduate (non-pharmacy) students have been asking about getting lockers within our building. Undergrads can always rent lockers at hart house or sidney smith.
 11. Remind everyone that we should not allow people you do not know into our faculty. Reminder email about quiet spaces (for studying).
- iv. Expectations of UPS General Council Members
1. It may feel segregated as we work separately for many of our events. It is stressful to do events by ourselves. Going forward, we want UPS to become more unified. Although we have our own roles, we do want for us to start working more collaboratively.
 2. A lot of things we have done have been based on things in the past.
 3. Steven will sit down with everyone to go over the roles and how to go forward from this stage.
 - a. If there is a requests for help, it would be better if there was more time before being notified. A lot of people may have been able to commit earlier (1 week), but not within 12 hrs.
 4. We need to enforce the roles of those within the subcommittees. There have been a lack of enthusiasm currently.
- v. Usage of UPS meeting room
1. We will be cleaning up the meeting room. Please clean up the meeting room if you will be using that space.



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2. Is there anything to change the lock to the UPS meeting room?
 - a. A lot of people know how to get into the meeting room. We can look into that to help ensure safety
- vi. Halloween Social Event (October 26, 2017)
 1. This year, we are hoping to collaborate with the faculty to bring the event back.
 2. Three parts
 - a. Costume competition with judges to vote.
 - b. Pumpkin carving competition
 - c. Trivia - debating whether to include this event this year
 3. Dorris Kalamut has also acknowledged she will come to our event for a guest appearance

3. Event Updates:

- a. **Presenter:** President, Vice-President, 2T0 President and Vice-President, Event and Athletics Directors
 - i. Collaborated with OEE to bring NDPC spotlight. The event is aimed for 100 students and UPS has taken reigns to advertise and be in charge of sign ups. We will also be helping with food distribution
 - ii. November 2nd, Professor Anna Taddio and Elizabeth will be having a lunch and learn on how to do Literature searches (Lunch and Learns)
 1. Trying to cater
 - iii. OEE and ourselves want to host a student run panel to showcase different placements. Run by the students with the help of OEE for the students
 1. Aspire to have some of these events around February
 - iv. UPS website has been updated with all UPS events. The events calendar will also be circulating
 - v. Halloween Social Oct 26th
 - vi. Christmas Social Nov 30th
 1. We will need a lot of UPS help. As well as when Pharmakon will be doing their Santa photos (we encourage your participation).
 - vii. Orientation banquet was this Friday
 1. Matthew, Onella, Steven, Julia and PPC helped.
 2. Was greatly received
- b. **Description:** Brief discussion of events so far, what went well, what needs improving and events to come.
 - i. PHROSH
 1. They made enough money even with the lack of sponsorships this year
 2. \$9750 sponsorship has been received this year.
 3. 178 participated in phrosh that paid in full
 4. 58 leaders
 5. 10 PPC
 6. Total profit before orientation banquet was \$23,000
 7. Orientation banquet's cost was \$7,800
 8. Great feedback on phrosh.
 - a. Positives: It included ice breakers, tree top trekking, maddy and club nights were well received. Both first years and phrosh leaders appreciated having Labour day off to recuperate.
 - b. Negatives: There was bad weather on beach day
 - i. Walmart fell through for food. Matt and Julia ordered BBQ food to be delivered to school (booked it 5 days in advance and was confirmed). They never warned them when they cancelled the food. Very unprofessional and only offered \$10 voucher. Matthew and Julia did a follow-up but they never responded. A letter is currently being written to head office to outline the ordeal
 - ii. Boat Cruise



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1. UPS did sell out. Boat cruise was booked for 350 people. In terms of what we spent, UPS broke even compared to the results last year. Good turn out in terms of attendees from other faculties, especially nursing. The event was very well received.
 2. Nursing social director approached pharmacy and approximately 60 nursing students attended.
- iii. Phollies Nov 3rd
1. Auditions are underway and are currently being held
 2. Will be contacting marketing in terms of programming
 3. It usually sells out every year due to the small venue.
 4. Performances: There are more than expected; may extend phollies from 2 hrs to 2.5 hrs. We have yet to confirmed food- currently in progress.
- iv. Softball Tournament
1. We finished in 2nd place. There have been a lot of sign up from the 2T1 class for intramurals
 2. There was a turnover in the intramural office. We have been in contact to ensure our situation.
 3. Co-Ed basketball teams: We may want to get 2 teams for them next year/semester, as there has been a great turnout.
 4. A new incentive has been placed where UPS points are awarded for those that attend games to encourage attendance. It has been effective at increasing numbers of attendees.
- v. Soccer Cup
1. This is the 3rd year of soccer cup between Waterloo and UofT. The first year that the event happened, players and students payed out of pocket to attend this event. Last year, it was our home game and UPS funded \$800 to hire the referee and for the field rental
 2. Because of the wording of the past motion, it was not held moving forward. As a result, this years away game was an unexpected expense. UPS athletics ended up getting funding from the exceptional students fund, but it may pose as an issue for next year and the years after. What should we do about this?
 - a. Waterloo funds for this via their student funds. Waterloo also provided gatorade and bar appetizers at the game this year. We wish for UofT to reciprocate that next year.
 3. It is not a well advertised event at the school. When the motion was first proposed, we were hoping for event sponsors. UPS Athletics, along with Waterloo, have approached OPA for funding for future events. However, we do want to also become self-sufficient. Athletics suggested that we can also host a fundraising event (eg. auction off UPS members) to try to raise the money for these types of endeavors.
 4. Through the UPS motion, we voted against funding for this event. Athletics would like to know why we rejected this motion.
 - a. There wasn't a lot of context. Many were unaware of the \$800 that was funded from UPS last year. Anytime there is a motion related to budgets, there should be more background information
 - b. We were unsure where the money would come from. General UPS members are unaware of how much buffer was in the budget. It would be ideal to have more information.
 - c. It would be easier if this was passed in person rather than through email.
 - d. OPA Hockey cup does better because first years feel more like they are in the pharmacy community by the second semester. Maybe we could move this event to the spring
 - i. However, this would put Waterloo's first years in the same situation.
 - e. During the second motion, there was no fee for students and athletes. The first motion charged both. We did not want to charge the spectators when the players took up the majority of the bus, so they made it free for everyone.
 - f. We did win 4:1. The bus was also full.
 - g. May want to look into allowing Soccer Cup to be an event that can be sponsored by Diamond sponsorships.



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5. Athletics does sell T-shirts. They sold 51 shirts and profited \$170. If UPS can contribute towards the soccer game, athletics can increase the price of the shirts, as an option.
- vi. Curling- Nov 4th, 4-6pm
 1. 6 sheets of ice in Leaside have been booked.
- vii. For future motions, if possible, please provide a reason why you voted the way you do.

4. Summer Package Distribution updates

- a. **Presenter:** CAPSI, 1T9, 1T8 councils
- b. **Description:** Review of sales, distribution mishaps and ways to improve next year
 - i. Joel (1T8)
 1. Everything was getting more expensive, so it seems that numbers were lower. However, the sales ended up coming close to last year. In terms of distribution, it was apparent how difficult it was. We were unable to get everything in time; by the time the stuff was named out, it got messy. There was a long line from the second floor all the way to the atrium. A couple items were also mixed up, which creates tension.
 2. Is it worth it? Packaging was done before, but this wasn't ideal either. Any suggestions on ways to distribute?
 - a. Even though 1 student ordered 4 things, there's a lot of variation. It was difficult trying to find names in excel sheets, etc. Names were spelt incorrectly, people also didn't remember what they ordered.
 - b. Some individuals also re-ordered when they didn't receive their confirmation (which may have been in their spam mail).
 - c. There were 4-5 people helping, 1 person to each item. Textbook is fine, but the clothing items are very difficult.
 - i. 635 students with more than 1 order.
 - d. For packaging, it was difficult. UPS lost a lot of books and there was no space for holding the packages physically as well. Maybe do this and exclude textbooks
 - ii. Move up the summer package deadline
 1. This has been the second year that clothing has been delayed. It would give more time if we do decide to package stuff
 2. Clothing handouts coincided with the lunch and learn this year.
 3. Motioned for people to hand out their own stuff. Eg. CAPSI was able to hand out textbooks but they were okay. But if other councils were willing to recruit help from UPS council if they want.
 - a. When one textbook gets lost, profit is lost. In terms of help, its very convenient as it helps get everything streamlined
 - iii. Beanie Sales
 1. Unsure of the sales. Not as big of a problem because there are less choices.

5. Student Initiative Funding

- a. **Presenter:** Vice-President and Finance
- b. **Description:** Pre-SIF meeting recap, overview of SIF funding allocation and meeting reminder
 - i. SIF Funding meeting was this friday at 5pm
 1. A total of 15 clubs applied, with a total requested amount of 8000\$ for this fall semester. Decisions for SIF will be out by Oct 13th
 2. Just a reminder to those that are on SIF Committee to respond in a timely matter.
 3. Deadline for email response is Oct 6th.
 - a. Budget for SIF is 2500\$ per semester. We will decide whether to fund and how much to fund.
 - b. Only 1 club was late when submitting SIF funding.

6. Semi-Formal

- a. **Presenter:** Event Directors
- b. **Description:** Update on date, venue, cost, expected attendees, marketing strategy



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- i. Semi-formal will occur on Friday, March 9th. The theme of semi-formal this year is masquerade.
- ii. The deposit has already been given for Hart House. We do not have concrete numbers until we know the full number of attendees.
- iii. Food and coat check prices/costs have not be finalized. These logistics will be decided closer to the date. The hart house committee only allows the event directors to meet their hart house event coords 2-4 weeks prior to the event; therefore, we were unable to meet with them this week.
 1. We may be able to get some quotes earlier than the 2-4 weeks that were outlined.
- iv. We will wait to see if there are 2-3 options and their corresponding quotes before deciding how to move forward.

7. Budget & Related Motions

- a. **Presenter:** Finance Directors
- b. **Description:** Review and approval of budget/ finances for each position for the 2017-2018 academic year
 - i. A copy of the budget has been sent out last week. For the budget, we followed last year's numbers as a reference.
 - ii. Income
 1. We collect 72\$ a year per semester towards UPS from students. Have to confirm numbers with Brenda Thrush.
 - a. This is a mandatory fee. Note that we are subject to an audit annually since it comes from student fees
 - b. We're in a tough situation this year because we could not submit an audit this year
 - i. 60% in sept, 30% in jan, 10% at the end
 - c. We have a missing auditor. Michelle, Carmen and Arpit met with the governing council of UofT. In terms of reputation, they are aware we are always on top of our finances (always submitted our budget/audits on time) so they gave suggestions on how to approach this matter.
 - d. The budget is tight this year because we do not know if we can get the 70k that we were unable to get this last year (due to the missing audit).
 2. Another portion of our income comes from sponsorship (~32,000)
 - a. This year, we have a 21% increase in external revenue.
 - b. We have received half of our promised sponsorships
 - iii. We cannot expect every year to obtain this amount of sponsorship. So we need to try to maintain a budget we can keep annually.
 1. Please go through the budget.
 - iv. Overview
 1. Leave at least 1,000\$ in the net. We used to have non-for-profit status, but this was revoked because were unable to submit tax returns or our audit.
 2. We need to keep a certain amount in our bank account every year.
 - v. Arpit is looking into the governing board of the auditors to try and find him.
 - vi. Intramural bonds
 1. We get it back when we go to games. The money is not used up. Same with equipment. We do not exhaust those expenses annually.
 - vii. Carmen motions to approve athletics budget
 1. Steven Seconds the motion
 - a. For: 16
 - b. Against: 0
 - i. **Motion passes**
 - viii. Carmen motions to approve the awards and grants budget
 1. Tom seconds the motion
 - a. For: 17
 - b. Against: 0



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- b. Against: 0
 - i. **Motion passes**
- 2. For last year, Cu put in ads and got the budget; this year, we are able to afford it. Future years, we may be unable to fund our future events due to our decreased sponsorship.
- 3. For monograph and pharmakon, do they only need to get ads from CU?
 - a. CU has exclusive rights for our advertisements so we cannot have ads from other companies. We can talk to the VP of CU advertising to see if there is any way to circumvent this issue..
- 4. According to the contract, we need the advertisements to be printed. There will be a new contract next year, where we are able to alter some of the current rules.
- xviii. Carmen motions to approve the student fee budget
 - 1. Chris seconds the motion
 - a. For: 17
 - b. Against: 0
 - i. **Motion passes**
 - 2. Our GIC has come to maturity and this results in a bonus of 550\$ for each class's budget
- xix. Carmen motions to approve UPS portion of the budget
 - 1. Aisha seconds the motion
 - a. For: 16
 - b. Against: 0
 - i. **Motion passes**
- xx. Carmen motions to approve the website budget
 - 1. Pauline seconds the motion
 - a. For: 17
 - b. Against: 0
 - i. **Motion passes**
 - 2. It costs 539\$ for renewing the host and domain every 3 years.
- 8. Nisha motions to table the IPSF portion to the next meeting
 - a. Tom seconds the motion
 - i. For: 17
 - ii. Against: 0
 - 1. **Motion passes**
 - b. **IPSF:**
 - i. **Presenters:** IPSF Representatives
 - ii. **Description:** Proposing re-allocation of any leftover funds from hosting incoming students budget (\$800) to UofT students who went out on exchange to maximize use of funds and reduce costs for outgoing students

D. Additional Business/ Announcements

E. Setting of next meeting

- 1. November.

F. Adjourn Meeting

- 1. Clarence motions to adjourn meeting
 - a. Onella seconds the motion
 - i. For: 16
 - ii. Against: 0
 - 1. **Motion passes**



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